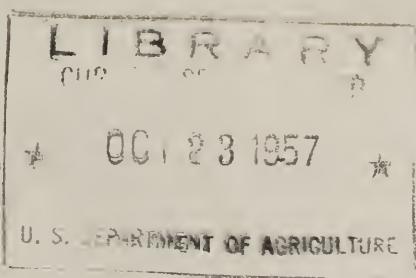


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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL RESEARCH SERVICE
ANIMAL DISEASE ERADICATION DIVISION
WASHINGTON 25, D. C.



May 6, 1957

ADE DIVISION MEMORANDUM 508.59 Supplement 1

To: All ADE Division Stations
From: R. W. Morgan, Administrative Officer
Subject: Accounting Symbols, Travel and Station Expense, for Fiscal Year 1957

I PURPOSE

The purpose of this memorandum is to issue additional instructions regarding all accounting documents forwarded to the Regional Business Office covering travel and station expense.

II GENERAL

In order to effect a reconciliation of the Division financial reports with the allotment ledger, it is requested that all "accounting documents" show your state abbreviation immediately following the symbols for the travel and station expense accounts as follows:

91-7021-902 Ala.
-903 Ark.

91-7020-112 Calif.
-113 Nev.

91-7020-902 Pa.
-903 N.J.

91-7202-902 N.Y.
-903 Mass.

"Accounting Document" - a document which affects an obligation or payment on the allotment ledger (includes preliminary documents such as Form AS-1, which results in the issuance of a purchase order, which is an accounting document).

Those stations which submit accounting documents to the RBO for more than one state should indicate the state for which the obligation is incurred or payment is made so that identification can be made with each state's financial report.

This procedure is effective immediately, in order that any deficiencies may be revealed in May and June and corrected prior to the beginning of the new fiscal year.

R.W. Morgan

